

RPS Sign In Screen

- User Name is first name initial and last name
- Press tab to move to next field
- Enter password
- Press Enter or click Login button

The screenshot shows a web browser window titled "Sign In - Microsoft Internet Explorer". The address bar displays a URL starting with "http://...". The main content area has the heading "Sign In" and a prompt: "Enter your Single Sign-On user name and password to login". Below this, there are two input fields: "User Name" and "Password". To the right of the "Password" field is a "Login" button. At the bottom of the page, there is a small text line: "Unauthorized use of this site is prohibited and may be subject to civil and criminal prosecution".

RPS Administration : User Profile



View/Modify your Account

http://ipstestapp.hsa.ladhs.org:7777/pjs/portal/dhs.manage_users.show_user - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://ipstestapp.hsa.ladhs.org:7777/pjs/portal/dhs.manage_users.show_user Go Links

DHS

REFERRAL PROCESSING SYSTEM



View/Modify User

Close Window

ID	2183
Username	hayley1
Last name	Buchbinder
First name	Hayley
Email address	

Modify Basic User Information

Password * 6 characters with minimum one number

User has the following roles: Referral Creator

Current Clinical Activities for Referral Initiation

Done Local intranet

Affiliated Clinics and Role

http://rptestapp.hsa.ladhs.org:7777/pbs/portal/dhs/manage_users/show_user Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://rptestapp.hsa.ladhs.org:7777/pbs/portal/dhs/manage_users/show_user

Back Forward Stop Search Favorites

Password * 6 characters with minimum one number Change Password

User has the following roles: Referral Creator

Current Clinical Activities for Referral Initiation

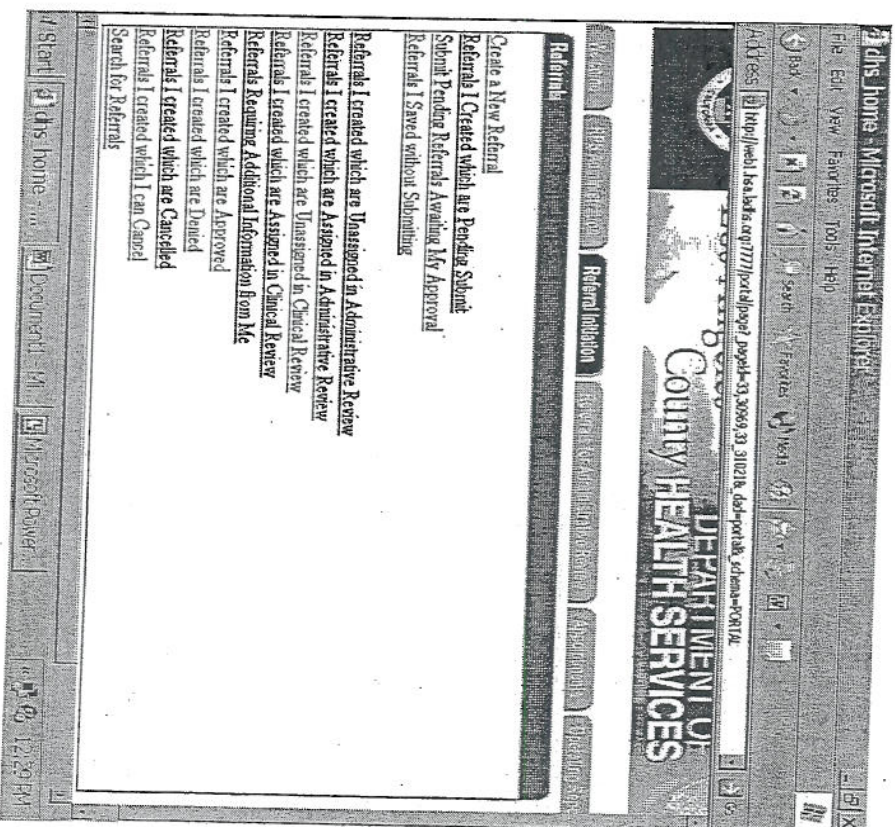
Primary Care/General (NEVHC- Pacoima)	remove
Women's Health (NEVHC- Pacoima)	remove
Homeless/Family Medicine (NEVHC-Homeless)	remove
Pediatrics (NEVHC- Pacoima)	remove
Women's Health (NEVHC- Valencia)	remove
Pediatrics (NEVHC- Valencia)	remove
Primary Care/General (NEVHC- Valencia)	remove
Pediatrics (NEVHC-Canoga Park)	remove
Primary Care/General (NEVHC-Canoga Park)	remove
Women's Health (NEVHC-Canoga Park)	remove
HIV/AIDS (NEVHC-HIV)	remove
Pediatrics (NEVHC-San Fernando)	remove
Primary Care/General (NEVHC-San Fernando)	remove
Women's Health (NEVHC-San Fernando)	remove
Pediatric (NEVHC-Van Nuys)	remove
** Select a Clinical Activity to Add**	Add Clinical Activity

Please Wait...

Local intranet

Create a Referral

- Select Referral Initiation Tab
- Select from submenu
Create a New Referral



Referral Initiation Tab

dhc_home - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Address: https://rps.ladhs.org/portal/page?_pageid=53_16033_53_18054:53_20046&_dad=portal&_schema=PORTAL

Back Forward Stop Search Favorites

Handwriting Drawing Pad

Go Links

 Los Angeles DEPARTMENT OF COUNTY HEALTH SERVICES

REFERRAL PROCESSING SYSTEM

Welcome RPS Administration Referral Initiation

About Training

Introduction

Welcome to the Los Angeles Department of Health Services new automated Referral Processing System (RPS). The RPS will allow one to create and send referrals, track referrals, and approve or deny referrals. All this functionality will be performed over the internet.

This welcome page will be used to introduce one to the RPS and provide valuable documentation. The welcome page will also contain the latest updates and news concerning the referral system. Each individual will be able to view his or hers own notifications through a worklist under the 'Notifications' sub-tab.

RPS News

RPS Team/Services Project Team

RPS System Feedback

The RPS system is finally automated! Please send comments / thoughts to Marlene Sankey at msankey@ladhs.org

RPS Update Info

Migration Completed!!!

If you have problems with the new system, please submit an issue report. Make sure to include account information and referral numbers.

Logout

Done

Start

Novell-delivered Appl...

Novell GroupWise - M...

Mail From: Barbara La...

dhc_home - Microsoft...

Microsoft PowerPoint...

Local Intranet

5:13 PM

My Referrals/Team Referrals

- ◆ My Referrals – changes to initiator's referrals
- ◆ Team Referrals-can check changes to anyone at your clinic's referrals
- ◆ Referrals on "Action List"
 - Pending Submit
 - Pending Referrals Awaiting my Approval
 - Saved without being Submitted
 - Additional Information being Requested by the Initiator

Create Referral/My Action List

Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://hostestapp.hsa.ladhs.org:7777/portal/page?_pageid=33_4086_33_4130:33_4134&_dad=portal&_schema=PORTAL

Back Forward Stop Reload Search Favorites

Los Angeles County Health Services

REFERRAL PROCESSING SYSTEM

THE ST TEST

DEPARTMENT OF HEALTH SERVICES

MyAction List

Referral Initiation

Welcome RPS Administration My Referrals Team Referrals

RefId Created Initiator Requested Activity

3634 29-FEB-06 hayley1 Mental Health, Geriatric Services (LAC+USC Med Center) Test, Teresa Maria (null) Saved Before Submission

Referrals

Create a New Referral

Referrals I Created which are Pending Submit

Submit Pending Referrals Awaiting My Approval

Referrals I Saved without Submitting

Referrals I created which are Unassigned in Administrative Review

Referrals I created which are Assigned in Administrative Review

Referrals I created which are Unassigned in Clinical Review

Referrals I created which are Assigned in Clinical Review

Referrals Requiring Additional Information from Me

Referrals I created which are Approved

Referrals I created which are Denied

Referrals I created which are Cancelled

Referrals I created which are Cancelled

Local intranet

Create Referral/Team Referrals

FileEditViewFavoritesToolsHelp

BackForwardStopHomeSearchFavorites

Addresshttp://rps-test-app.healthds.org:7777/portal/page?_pageid=33_4086_33_4130:33_4130&_dad=portal&_schema=PORTAL

GoLinks

THE ST TEST

Los Angeles

DEPARTMENT OF

County HEALTH SERVICES

REFERRAL PROCESSING SYSTEM

Welcome

RPS Administration

My ReferralsTeam ReferralsReferral Initiation

Edit Logout

Team Action List

Ref Id	Date Created	Creator	Requested Clinical Activity	Patient Name	MRUN	Status
5173	05-APR-06	thuchbinder	Medical Clearance (Olive View-UCLA Medical Center)	testing, testing	(null)	Saved Before Submission
2092	13-JUN-05	orecreator2	Cardiology (Olive View-UCLA Medical Center)	Boise, Paul	27100345	Saved Before Submission
878	02-NOV-04	ymendoza	Ultrasound (Olive View-UCLA Medical Center)	lopez, barbara	2191408	Saved Before Submission
3634	23-FEB-06	hayley1	Mental Health, Geriatric Services (LAC+USC Med Center)	Test, Teresa Maria (null)		Saved Before Submission

Team Menu

Unassigned Referrals in Administrative Review

Unassigned Referrals in Administrative Review

Unassigned Referrals in Clinical Review

Assigned Referrals in Clinical Review

Referrals Pending Additional Information

Approved Referrals

Denied Referrals

Cancelled Referrals

Referrals which I can Cancel

Search for Referrals

Local intranet

Referral Entry: Out of Area

http://pctestapp.hsa.ladhs.org:7777/pls/portal/dhs.dhs_process_referrals.show_referral - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://pctestapp.hsa.ladhs.org:7777/pls/portal/dhs.dhs_process_referrals.show_referral

Go Links

Referral ID

Referral Initiator

Requesting Clinical Activity *

Requesting Clinician *

Out of Area *

Reason for Out of Area

Requested Clinical Service *

Requested Clinical Activity *

Patient ID (MRUN) at Requesting Facility/Chart # *

Patient MRUN at Requested Facility

Patient Last Name *

Patient Middle Name

Patient First Name *

AKA

Gender **

Birthdate

hayley1

Pediatrics (NEVHC-Canoga Park)

Hicks, Elisha

Yes

Please select...

Internal Medicine/Cardiology

Please select...

Anticoag (Edward R. Roybal CHC)
Cardiology (El Monte CHC)
Cardiology (High Desert)
Cardiology (King/Drew Medical Center)
Cardiology (Mid-Valley Comprehensive Health Center)
Cardiology (Olive View-UCLA Medical Center)
Cardiology (Edward R. Roybal CHC)
Cardiology (LAC+USC Healthcare Network - OPD)
Cardiology (Rancho Los Amigos)
Cardiology 2 (King/Drew Medical Center)
Please select...

Lookup PATIENT DATA

Close Window


Activity Prerequisites

http://rpstestapp.hsa.ladhs.org:7777/pls/portal/dhs.dhs_process_referrals.show_referral - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://rpstestapp.hsa.ladhs.org:7777/pls/portal/dhs.dhs_process_referrals.show_referral

 **REFERRAL PROCESSING SYSTEM**

Referral Entry
(User: HAYLEY1)

Lookup PATIENT DATA Close

Prerequisites for Cardiology

Types of medical problems treated/medical criteria for being seen: - Uncontrolled hypertension - Valvular heart disease - Cardiac Dysrhythmias - Known/suspected coronary artery disease - CHF - Cardiac pacemaker Initial evaluation and work-up based on the referring diagnosis, including EKG, chest X-Ray and notation of risk factors for coronary artery disease.

Close

Referral ID
Referral Initiator
Requesting Clinical Activity *
Requesting Clinician *
Out of Area *
Reason for Out of Area
Requested Clinical Service *
Requested Clinical Activity *
Patient ID (MRUN) at Requesting Facility/Chart # *
Patient MRUN at Requested Facility
Patient Last Name *
Patient Middle Name

hayley1

Pediatrics (NEVHC-Canoga Park)

Hicks, Elisha

No

Please select...

Internal Medicine/Cardiology

Cardiology (Olive View-UCLA Medical Center)

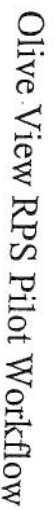
125849

Rodgers

Display Activity Prerequisites

Local intranet

- Enter data in all the required fields (indicated in Red)
- Click the Submit button located bottom left corner
- Proof on screen. Fields Pertinent History/Physical Exam, Lab Results & Labs Pending, Care Already Provided are restricted from updating after you submit
- Click button Close Window or Create Another Referral



Save a Referral

- Enter data in fields flagged with a single asterisk
- Click the Save button located bottom left corner
- Good for proofreading, able to update all fields.
- Click button Close Window or Create Another Referral

The screenshot shows a web browser window with the address bar displaying http://web1.lhsa.lad.sos.org/7777/pis/portals/0/pis/PROCESS_REFERRAL.asp?ID=11. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search bar and a search button. The main content area of the browser displays a web form titled "Lab Results & Labor Pending". The form contains several sections: "Case Already Provided **", "Requested Time Frame", "Additional Notes", and "Routine". At the bottom of the form, there are buttons for "Submit", "Save", and "Close Window". A note at the bottom of the form states: "Red fields denoted with * are required to either Save or Submit. Red fields denoted with ** are required to Submit a referral but not required to Save". The browser's status bar at the bottom shows "Microsoft Internet Explorer - (Presentation)" and the time "12:44 PM".

Submitted Referral Confirmation ID

http://pptestapp.hsa.ladhs.org:7777/pls/portal/dhs.dhs_process_referrals.show_referral - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address Links

REFERRAL PROCESSING SYSTEM

Confirmation for Referral # 7714
(User: HAYLEY1)

Create a NEW Referral Copy ALL Data into a New Referral Print Close Window

Referral ID	7714
Referral Initiator	hayley1
Requesting Clinical Activity *	Pediatrics (NEVHC-Canoga Park)
Requesting Clinician *	Hicks, Elisha
Requesting RPS Clinician	hayley1
Out of Area *	No
Reason for Out of Area	
Requested Clinical Service *	Internal Medicine/Cardiology
Requested Clinical Activity *	Cardiology (Olive View-UCLA Medical Center)
Patient ID (MRUN) at Requesting Facility/Chart # *	125849
Patient MRUN at Requested Facility	
Patient Last Name *	Rodgers
Patient Middle Name	
Patient First Name *	Ginger
AKA	
Gender **	Female

Local intranet

Attachments

http://rptestap.hsa.ladhs.org:7771/pls/portal/dhs.dhs_process_referrals.show_referral - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address Links

Consultant Action Requested

Pertinent History / Physical Exam **

Lab Results & Labs Pending

Care Already Provided **

Requested Time Frame

Additional Notes

Additional Information

Clinical Notes

ekg. Please see attached patient record.

ekg. Please see attached patient record.

Routine

Patient is accompanied by seeing eye dog

Please provide follow-up notes

Attachments

Description	File Name	MIME Type	Size	Creator	Date Last Updated	Action
Ekg	F27588/EKG.JPG	image/jpeg	75020	HAYLEY1	02-MAR-07	Remove File

Description

File

Upload File

Browse...

Processing History

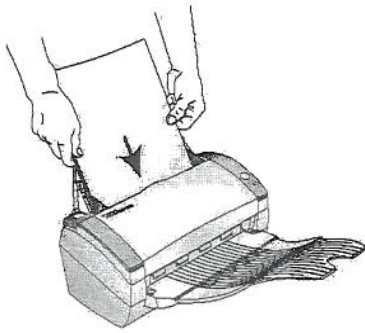
Date/Time	User	Action	Referral Status	Appointment Status	Pending user	Pending referral center
03/01/2007 17:22:32	hayley1	Start referral	Administrative Review - Unassigned			ValleyCare Referral Center

Close Window

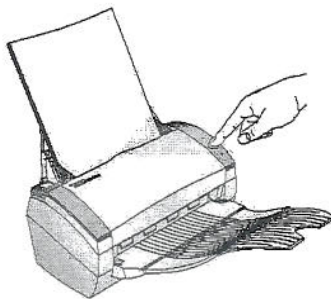
Done Local intranet

Attach A Scanned Document To A Referral

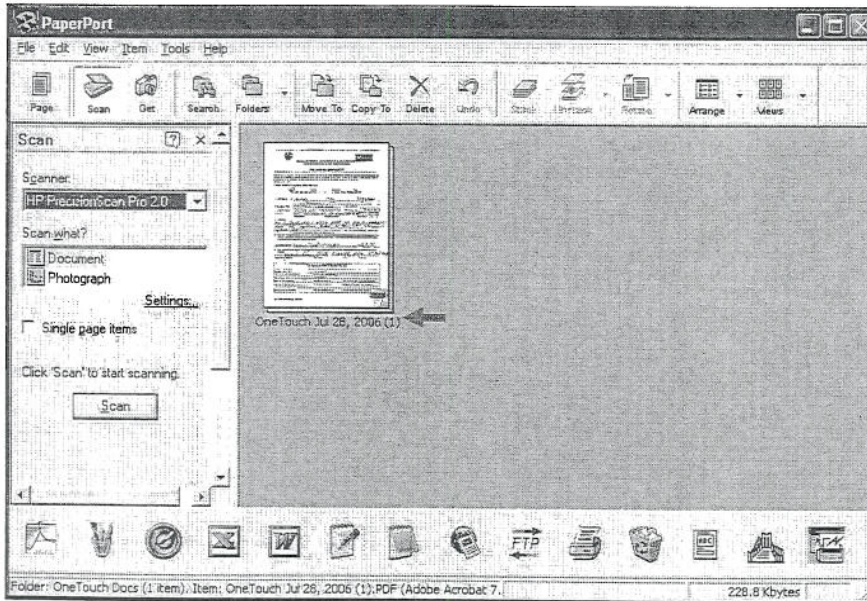
15. Load document information face down and pages up-side-down. Please note if the indicator light is blinking, the scanner is warming up and will take 30 seconds. Wait for a steady light before proceeding.



Press the button on the scanner.



16. The PaperPort Application will open. Rename file to match MRUN# of the patient. Close the application and look for a folder on the desktop called "Scanned Files". This is where the scanned files are stored.



17. After submitting the referral you are given a confirmation number. Please note this number in the

patient medical notes for future reference.



REFERRAL PROCESSING SYSTEM

Confirmation for Referral # 6833
(User: RCTACC)

Create a NEW Referral

Copy ALL Data into a New Referral

Print

Close Window

Referral ID	6833
Referral Initials	RCTACC
Requesting Clinical Agency *	Adult (Mid-Valley Comprehensive Health Center)
Requesting Clinician *	
Requesting RPS Clinician	
Out of Area *	No
Reason for Out of Area	
Requested Clinical Service *	Dentistry/General Dentistry
Requested Clinical Activity *	Dental (Mid-Valley Comprehensive Health Center) Display Activity Prerequisites
Referral ID (MRUN) at Requesting Facility/Clinic # *	2271423
Patient MRUN at Requested Facility	
Patient Last Name *	TEST
Patient Middle Name	
Patient First Name *	APPLE
AKA	
Gender *	Female
Birthplace	
Mother's Maiden Name	JONES,APPLE
Date of Birth (MM/DD/YYYY) **	01/01/1970
Street Address (Line 1) *	2222 MAIN STREET
Street Address (Line 2)	
City **	SYLMAR
State **	CA

18. If you wish to attach information to the referral, proceed to the bottom of the page. The documents given to the nurse would be scanned and the file will be named with the MRUN#. Type a Description for the attached file. Click on "Browse" to the attach File.

Zip *	91342
Home/Contact Phone *	818-364-1555
Work Phone	
Payment Source	Unknown
Authorization#/Medi-Cal#/ATP Exp. Date	
Name of Person Providing the Authorization #	
Phone No. of Person Providing the Authorization #	
Appointment Type	
Reason for Referral **	Reason for Referral
Consultant Action Requested	
Pertinent History / Physical Exam **	Pertinent History / Physical Exam
Lab Results & Labs Pending	
Care Already Provided **	Care Already Provided
Requested Time Frame	Routine
Additional Notes	
Additional Information	

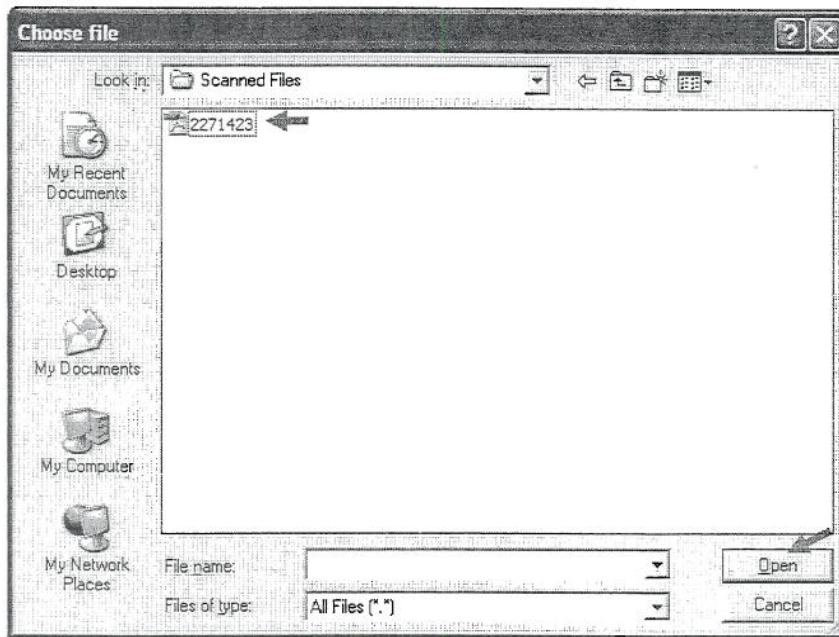
Attachments

Description	File Name	MIME Type	Size	Creator	Date Last Updated	Action
Description						
File						Browse
Upload File						

Processing History

Date/Time	User	Action	Referral Status	Appointment Status	Pending user	Pending referral center
10/03/2006 08:25:14	RCTACC	Start referral	Saved Before Submission			

Close Window



36. Click on “Upload File” to attach to referral.

Attachments

Description	File Name	MIME Type	Size	Creator	Date Last Updated	Action
Eye Exam	C:\Scanned Files\2271423.pdf					Remove File

Description:
 File: [Browse...](#)

[Upload File](#)

Processing History

DateTime	User	Action	Referral Status	Appointment Status	Pending user	Pending referral center
08/09/2006 08:11:19	randrade	Start referral	Saved Before Submission			

[Save](#) [Submit](#) [Close Window](#)

37. Example below shows an attached file to the referral. You can click on the description to view the attachment. Click “Close Windows” to complete referral process.

Attachments

Description	File Name	MIME Type	Size	Creator	Date Last Updated	Action
Eye Exam	F19277\2271423.PDF	application/pdf	2478484	RANDRADE	03-OCT-06	Remove File

Description:
 File: [Browse...](#)

[Upload File](#)

Processing History

DateTime	User	Action	Referral Status	Appointment Status	Pending user	Pending referral center
08/09/2006 08:11:19	randrade	Start referral	Saved Before Submission			

[Save](#) [Submit](#) [Close Window](#)

Review Items Requiring Your Action

38. Click on the referral to process, the status indicates what action is requested.

What Happens Next

- ◆ The referral moves to the Administrative Review Tab. This tab represents the referral center.
- ◆ Referrals are selected and assigned for Administrative Review.
- ◆ Assigned Referrals are reviewed for completeness. If appropriate and complete the referral is moved to a Clinical Review tab.
- ◆ If the referral is incomplete or inappropriate the clinical reviewer has the option to Cancel, Deny or Request Additional Information from the Initiator.



Appointment Confirmation for Referral Initiator

http://ipstestapp.hsa.ladhs.org:7777/pls/portal/dlshs_process_referrals.edit_referral?p_ref_1=Microsoft Internet Explorer

File Edit View Favorites Tools Help

Description	File Name	MIME Type	Size	Creator	Date Last Updated	Action
Ekg	F27588/EKG.JPG	image/jpeg	75020	HAYLEY1	02-MAR-07	Remove File

Description

File

Upload File

Browse...

Processing History

Date/Time	User	Action	Referral Status	Appointment Status	Pending user	Pending referral center
03/01/2007 17:22:32	hayley1	Start referral	Administrative Review - Unassigned			ValleyCare Referral Center
03/02/2007 11:47:24	hayley4	Assign referral	Administrative Review - Assigned		hayley4	ValleyCare Referral Center
03/02/2007 11:47:53	hayley4	Send referral to clinical review	Clinical Review - Unassigned			ValleyCare Referral Center
03/02/2007 11:52:07	hayley3	Assign referral	Clinical Review - Assigned		hayley3	ValleyCare Referral Center
03/02/2007 11:52:24	hayley3	Approve referral	Approved	Pending		ValleyCare Referral Center
03/02/2007 11:53:20	hayley4	Schedule an appointment	Approved	Scheduled (03/21/2007 14:00:00)		ValleyCare Referral Center

Close Window

What Happens Next: Close of Referral

- ◆ "Kept-progress notes sent"
 - Patient keeps appointment medical records will upload progress notes to referral
- ◆ "Kept-progress notes not sent"
 - Patient keeps appointment medical records will upload progress notes to referral
- ◆ "Failed"
 - Patient missed appointment
- ◆ "Pending - slot not available"

Progress Notes to Initiator

File Edit View Favorites Tools Help	
Bkg	F27588/EKG.JPG
Progress Notes	F6894/PROGRESS NOTES FOR GINGER RODGERS FROM OVMC CARDIOLOGIST.DOC
image/pjpeg	75020
application/msword	24064
HAYLEY4	02-MAR-07
Remove File	Remove File

Drop here to upload a file

File

Upload File

Browse...

Processing History

Date/Time	User	Action	Referral Status	Appointment Status	Pending user	Pending referral center
03/01/2007 17:22:32	hayley1	Start referral	Administrative Review - Unassigned			ValleyCare Referral Center
03/02/2007 11:47:24	hayley4	Assign referral	Administrative Review - Assigned		hayley4	ValleyCare Referral Center
03/02/2007 11:47:53	hayley4	Send referral to clinical review	Clinical Review - Unassigned			ValleyCare Referral Center
03/02/2007 11:52:07	hayley3	Assign referral	Clinical Review - Assigned		hayley3	ValleyCare Referral Center
03/02/2007 11:52:24	hayley3	Approve referral	Approved	Pending		ValleyCare Referral Center
03/02/2007 11:53:20	hayley4	Schedule an appointment	Approved	Scheduled (03/21/2007 14:00:00)		ValleyCare Referral Center
03/02/2007 11:59:43	hayley4	Complete Appointment	Approved	Kept - progress report sent		ValleyCare Referral Center

Close Window

Done

Local intranet

Referral Tracking

dhc_home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://rps.ladhs.org/portal/page?_pageid=53_16033_53_18062;53_20078&_dad=portal&_schema=PORTAL

Handwriting Drawing Pad

Go Links

Los Angeles DEPARTMENT OF COUNTY HEALTH SERVICES

Welcome RPS Administration Referral Initiation

My Referrals Team Referrals

My Action List

No row returned.

Referrals

Create a New Referral

Referrals I Created which are Pending Submit

Submit Pending Referrals Awaiting My Approval

Referrals I Saved without Submitting

Referrals I created which are Unassigned in Administrative Review

Referrals I created which are Assigned in Administrative Review

Referrals I created which are Unassigned in Clinical Review

Referrals I created which are Assigned in Clinical Review

Referrals Requiring Additional Information from Me

Referrals I created which are Approved

Referrals I created which are Denied

Referrals I created which are Cancelled

Referrals I created which I can Cancel

Search for Referrals

start

Novell-delivered Appl...

Novell Groupwise - M...

Mail From: Barbara La...

dhc_home - Microsoft...

Microsoft PowerPoint ...

Local intranet

5:11 PM

Referral Search Screen


Referrals Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://pctestapp.hsa.ladhs.org:7777/pls/portal/dls_list_referrals.search_referrals

Go Links »

 REFERRAL PROCESSING SYSTEM

Referrals Search

Referral ID:	7714	➔
Patient Last Name:		
Patient ID (MRUN) at Requesting Facility:		
Patient MRUN at Requested Facility :		
Referral Initiator:		
Referral Submit Approver:		
Patient DOB: (MM/DD/YY)	From: <input type="text"/>	To: <input type="text"/>
Create date: (MM/DD/YY)	From: <input type="text"/>	To: <input type="text"/>
Appointment date: (MM/DD/YY)	From: <input type="text"/>	To: <input type="text"/>
Referral Disposition:	** Any Disposition **	▼
Referral Status:	** Any Status **	▼
Appointment Status:	** Appointment Status **	▼
Requested Clinical Activity:	** Any Clinical Activity **	▼
Requesting Clinical Activity:	** Any Clinical Activity **	▼

Done Local intranet